

**CITY OF LOWELL**  
**Job Posting**  
**Please Post ~ July 31, 2008**  
**Deadline ~ September 8, 2008**  
**Pollard Memorial Library**  
**Library Director**

**Job Title:** *Library Director*

**Department:** Pollard Memorial Library

**Reports To:** City Manager

**FLSA Status:** Exempt

**Salary :** *Per City Ordinance - Department Head Grade 3*  
*(Ordinance/Non-Union)*

**SUMMARY** Under the direction of the City Manager, the Library Director/Director of the Pollard Memorial Library ("Director") serves as a Municipal Department Head and serves under the broad supervision of the Library Board of Trustees to establish policy for the Library. The Director is directly responsible for the management of all library operations and services including the administration of library policy, supervision of 25 employees, management of grant funds and oversight for a library budget of approximately \$1.1 million in FY09.

**EDUCATION and/or EXPERIENCE** Completion of a Masters Degree program in Library Science (MLS) and ALA accredited college or university; A minimum of five (5) years public library experience with at least three (3) years in supervisory capacity. Demonstrated managerial expertise and successful grant writing experience highly preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)* The primary responsibilities for the position include the following:

The Director shall be directly responsible for the management of all library operations and personnel to ensure the delivery of courteous, professional and high quality library services to the public. The Director will direct library activities and perform ongoing public relations; Represent the library at public meetings, city department head meetings and at municipal functions; Conduct comprehensive programs to engender good will and promote utilization of library services within the community.

**PLANNING AND POLICY** The Director shall conduct an ongoing planning process to assess community needs and implements library service programs to meet those needs in the most efficient and effective way; Formulates policies governing the Library and recommends them to the City Manager and the Library Board of Trustees for consideration and approval.

**FISCAL MANAGEMENT** The Director shall manage the Library's budget and accounting

system; Prepare the annual budget for approval by the City Manager, Board of Trustees and City Council; Develop and monitor department budget and control expenses within approved levels; Oversee the administration of all grant funds; Analyze financial operations and report monthly to ensure fiscal accountability; Provide periodic reports to the Board of Trustees for all non-budgeted funds including gifts, donation and bequests; Serve as official library representative to the regional and state library funding agencies and professional organizations; Prepares and manage proposals for grants and programs to further the library's mission.

**LIBRARY PROGRAM MANAGEMENT** The Director shall manage and direct the daily operations of the Library to ensure the delivery of high quality services and effective utilization of resources. The Director serves as the Library's chief management officer along with the Board of Trustees, attends all Board meetings and acting as a liaison between Library staff and the Board. Duties shall include: Analyze library operations and summarize service developments monthly to provide Trustees with the information necessary for sound decision making; Report library trends and utilization for local library services and operations; Supervise the selection and weeding of library materials; Coordinate and analyze library operations and functions to ensure accuracy and quality; implement, monitor and update department procedures and practices for maximum efficiency; Monitor information systems implement technology upgrades for library staff and visitors.

**PERSONNEL MANAGEMENT** The Director will be responsible for the effective and efficient operation of the Library and the management of all related staff; Supervise staff in response to public relations; Ensure that staff deliver prompt, courteous and professional services to the public; Establish and administer a comprehensive personnel plan for the effective utilization of staff in the delivery of library services; Shall recruit, select, promote and terminate library personnel subject to final approval of the City Manager and the Board of Trustees; Interpret City and Board policies for staff; Monitor and evaluate staff performance; Administer personnel policies and wage classification plans insuring that the Library's obligations under collective bargaining agreements are met; Provide leadership in establishing effective working relationships and communication with and between Library personnel.

**PROPERTY MANAGEMENT** The Director shall manage the physical plant to ensure the maximum public utilization of the library building; Coordinates with appropriate city personnel to meet ongoing maintenance and building needs; Responsible for maintaining safe conditions in the library for the staff and the general public; Responsible for maintaining all library equipment in working condition; maintains an inventory of library controlled art work and ensures their security and condition.

The Library Director shall perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Directly supervises twenty-five (25) or more employees in the Pollard Memorial Library. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, selecting and training of employees; planning, assigning and directing work; establishing goals and objectives for the department, providing leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and city-wide goals; appraising, rewarding and disciplining employees; addressing complaints and resolving problems.

**MANAGEMENT SKILLS and ABILITIES** Skills in library science, management, communications, organization, supervision and leadership; Ability to work cooperatively to establish policies and goals and to support the accomplishment of priorities and department objectives under direction of the City Manager and the Library Board of Trustees.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, grant applications, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.

***Qualified individuals send resume and/or application to the Human Relations Office, RM 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ September 8, 2008***  
***EOE/AA/504 Employer***